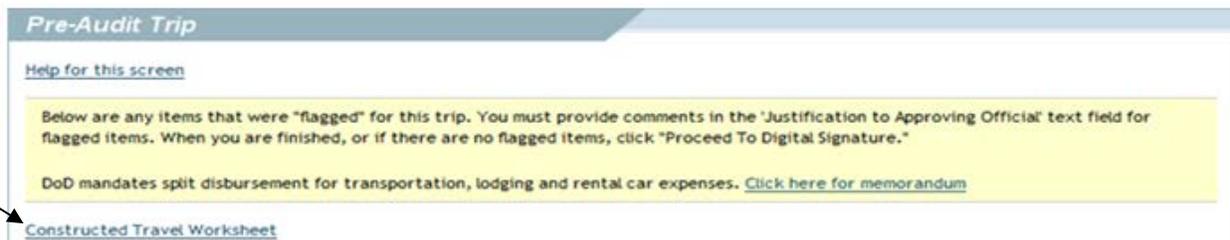


## CONSTRUCTED TRAVEL WORKSHEET IN DTS

**Constructed Travel Worksheet** - If *Private Auto* is listed as *more advantageous to the government* and authorized in your orders, then a constructed travel worksheet must be accomplished.

### Under Pre-Audit

1. Click on the **Constructed Travel Worksheet**; a worksheet will appear
2. Select **Constructed Travel Worksheet-Authorization**



3. On the next screen, click on **Constructed Travel Worksheet Authorization**

### Constructed Travel Worksheets

1. Select the appropriate worksheet from the list below.
2. Instructions for completion of the worksheets are included with the respective worksheet.

Worksheet	Description
<a href="#">Constructed Travel Worksheet - Authorization</a>	Select this worksheet to provide your AO with cost comparison information when creating your DTS authorization. Unless your business rules dictate otherwise, the worksheet is required for en-route transportation mode(s) other than Commercial Air or Government transportation. Your AO will determine whether travel by other than Commercial Air or Government transportation is authorized and if you will be subjected to a limited reimbursement.

4. Once the Worksheet has loaded the following information will be required:
  - a. Name, Locations and Dates of Travel:
5. Go to <http://apps.fas.gsa.gov/citypairs/search> to get the Commercial Air cost for your trip.
6. Under **Transportation Expenses for the Standard Mode (Commercial Air)**, enter the Round Trip amount in box
7. Under **Related Expense Cost Factors**, enter the cost of the CTO fee and Cost for transportation to and from all airports
8. Add Expenses (lines b+c) and put total in box
9. Under **Per Diem cost factors required by your AO**:
  - a. Enter the per diem amount for the allowable travel days for your preferred transportation mode(s) (How many days it took you via private auto to get to

TDY location (per diem and/lodging per day). If you stopped along the way (per diem will vary by city), you can search per diem locations:

<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

- b. Enter the per diem amount for allowable travel days for travel by commercial air (usually will be one travel day at 75% of per diem at TDY location)

10. Click **Save to File** for upload to DTS

## Example of DTS Constructed Travel Comparison Worksheet- Authorization



**Defense Travel System**  
A New Era of Government Travel

[Worksheet Instructions](#)

### DTS Constructed Travel Comparison Worksheet - Authorization (refer to the worksheet instructions for completion guidance)

Name:  Locations and Dates of Travel:

**Transportation Expenses for the Standard Mode (Commercial Air):**

Commercial Air Costs (see worksheet instructions for additional information):

a. What it would cost to travel by commercial air: \$

**Related Expense Cost Factors:**

b. If applicable, enter the additional fee normally charged by your CTO: \$

c. Cost for transportation to and from all airports: \$

Total Expense Cost Factors (lines b+c): \$

**Per Diem cost factors required by your AO:**

d. Per diem amount for the *allowable travel days* for your preferred transportation mode(s): \$

e. Per diem amount for the *allowable travel days* for travel by commercial air: \$

*Note: If you are also planning to provide transportation for other passengers on official government travel, refer to the special instructions and add the necessary comments below.*

Add additional comments as needed:

**Save To File for Upload to DTS**

(this will take a few minutes)